Guidelines for Hosting Simpson Forum Events
June, 2013

Have an event you'd like to see considered for Simpson Forum? Use the form below to propose events for consideration in Fall 2013. Proposals will be accepted in the order of their submission and should be sent via email reply to Shane Cox.

1. Name of Event:
2. Proposed Date and Time of Event:
3. Proposed Venue for Event (call conferences at x1312 to confirm location once your event is approved for Forum inclusion):
4. Proposed honorarium for speaker(s):
5. Proposed travel expenses for speaker(s):
6. Classes you teach or groups you advise that you would require or offer extra credit to attend:
7. Other faculty and courses at Simpson with which you will work in attracting attendance at the event:
8. Other means of promoting the event on campus (Please remember that students no longer receive credit for Simpson Forum events. However, Simpson Forum will have an undergraduate assistant to assist with marketing and promotion):
9. Would your event have interest among off-campus audiences? Is so, who and how might we reach them?
10. Estimated attendance at the event:
11. Provide a 1-sentence, declarative blurb that can be used to promote the event via the new Simpson web-based calendar and via social media, including Facebook and Twitter.
   (Example: George Washington University law professor Jeffrey Rosen delivers the Constitution Day Lecture, 7 p.m. in Great Hall.):

Also keep in mind the following policies for the Simpson Forum program:

- Funding for Simpson Forum events is limited. As a result, the program will pay only for speaker honoraria and travel expenses directly related to the speaker's appearance. Forum can no longer pay for posters or other print materials or food/drink for events.
- Forum events must be proposed at least 30 days before the event.
- Forum events may be proposed only by faculty, staff and administrators of Simpson College. While students may assist in the production of Forum events, they may not propose them. The proposer must commit to attending the event as a representative of Simpson College.
- There will be a limit of two Forum events per day, and start times must be staggered by at least two hours.
- Priority for funding of Simpson Forum events will go to Major Lectures (McBride, Matthew Simpson, Women in America), First Wednesday events and Small College | Big Questions events.
- Proposers are responsible for managing all logistics of the event, including:
   - Venue booking (through conferences at x1312) and time selection.
• Promotion of the event with other faculty, staff and administrators on a targeted and campus-wide basis. (Simpson Forum will have an undergraduate assistant this coming academic year who will assist in these efforts.)

• Filing of IRS paperwork and audio- and video-recording releases with the Simpson Forum director. (Copies of these documents will be sent to proposers for them to relay to speakers.)

• Venue preparation (call Campus Services at x1622 if you will need help).

• Introductions of speakers and events.

• Post-event evaluations.

• Proposers are encouraged to assign students to attend events or to offer students extra credit to attend events. During the Fall 2013 semester, SC 101 instructors are particularly encouraged to assign or encourage student attendance as a means of connecting new students with the intellectual life of the college.

As always, feel free to reach me with questions or comments as we work together to improve on the great traditions of the Simpson Forum program.

Shane Cox
Simpson Forum Program Director